

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 06/2014
OPENING DATE: 03/06/2014
CLOSING DATE: 03/19/2014
POSITION TITLE: ADMINISTRATIVE ASSISTANT, FSN-7 (temporary, 6 months)
WHO MAY APPLY: ALL HOST COUNTRY NATIONALS
OFFICE: USAID/Central Asian Republics (CAR), Astana, Kazakhstan

MAJOR DUTIES: Under general supervision from Program Officer the incumbent coordinates and handles a variety of administrative requirements: 1) makes/confirms appointments for the supervisor and USAID/CAR visitors, maintains an office calendar; serves as a time keeper, prepares travel requests and travel vouchers for Astana Office staff; 2) answers telephone calls, provides authorized information to callers, takes messages or redirects callers to appropriate staff members; 3) receives and controls incoming correspondence ensuring timely responses occur; 4) translates routine incoming/outgoing correspondence from Russian to English and vice versa; provides summary translation of routine correspondence for supervisor and other staff; 5) develops and manages contacts database of donors, partners, clients, and government; 6) ensures accurate maintenance of filing system in the office in accordance with USAID regulations; 7) updates emergency notification list; 8) provides basic oversight/support of the USAID/Astana computer server room and carries out work/supply orders for the Office and supervisor's residence; 9) types cables, letters, memoranda, diplomatic notes and other documents in English or Russian; 10) provides protocol assistance as needed; 11) provides logistics support for official visits from the USAID/CAR Mission Director and Deputy Mission Director, as well as any TDY visitors from Washington; 12) meets at the entrance and escorts the visitor(s) to and from the office, verifying appointments; tactfully questions visitors to determine the nature of their inquiries; 13) performs other duties as assigned.

MINIMUM QUALIFICATIONS/SELECTION CRITERIA:

- Education, skills and experience (50%): University degree or host country equivalent in foreign languages, business management, public administration, and/or other relevant area. Minimum three years of progressively responsible secretarial and clerical experience with an international corporation or organization. Good knowledge of office management practices, correspondence format and reporting procedures, records file management, mail handling, timekeeping procedures. Strong knowledge and understanding of protocol requirements in dealing with the government officials. Good typing and word processing skills. Computer proficiency (Microsoft Office, including Word, Excel, imaging, scanning, and internet). Good time management skills, initiative and ability to follow oral instructions and to organize, prioritize and follow through on all assignments with minimal oversight.

- Teamwork/Interpersonal and Communication Skills (30%): Excellent communication (writing, verbal and telephone) and strong interpersonal relation skills. Ability to work calmly, tactfully and effectively under pressure.

- Language skills (20%): Fluent (Level IV) English and Russian. Good Working Knowledge (Level III) Kazakh Language is highly desirable and preferred.

TO APPLY: The successful applicant must fully meet the minimum qualification requirements. Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727)2507612/17; Fax: (7-727)2507634; E-mail: almaexo_hr@usaid.gov by COB Wednesday, March 19, 2014. A copy of the Position Description is available in EXO/Personnel (ext.6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.